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25 January 1960

Director of Communications
THRU : Director of Training
Educational Specialist

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Training Program [redacted]

1. During the past year I have, upon request of the Office of Communications, conducted several Instructional Techniques Courses for Communications personnel [redacted]. As a part of this training follow-up, I have also visited each instructor in his actual classroom instructional situation giving him practical suggestions as to how he might improve his training activities. In addition, during this period I have visited [redacted] on several occasions to demonstrate to the instructional staff several techniques in instruction, making use of visual aids which are most appropriate to their technical type of instruction.

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2. I wish to take this opportunity of expressing my high opinion and regard of the [redacted] instructional staff in their eagerness and desire to improve and do the best job possible of classroom instruction. Without exception, each man has been most cooperative and willing to use my suggestions in employing the best training techniques which will tend to improve his work.

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3. I should like to suggest that the assignment of a permanent Educational Specialist to the staff [redacted] would be most rewarding. Without reference to the general problems of Table of Organization, personnel ceilings, and the like, and because [redacted] has a considerable turnover of personnel as well as the continuing responsibility for course planning, improvement of classroom instruction, and the like, it would seem very beneficial to have the day-to-day services of this specialist who would be on hand constantly to lend the support and consultation required for this size training activity, rather than be dependent upon such services on a several times a year basis. If such would be impractical because of ceilings, etc., perhaps consideration might be given to the designation and training of a [redacted] staff member who would be particularly well-qualified and interested in

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this function. He should have some specialized training in the areas of course planning, instructional methods and techniques, audio-visual education, evaluation of student performance, and the like. If such a suggestion meets with your interest, I would be very happy to assist in training such a person and help him in carrying out this specialized function.

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